

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, PMES/OPPPM
1006 Ames

EXTENSION

NO.

D/PPPM

31-1687

DATE

4 FEB 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DD/PPPM/P&E
1006 Ames

2/4/81

B

2.

3.

EA/D/PPPM
5E58 HQS

9 FEB 1981

R

4.

5.

DD/PPPM
5E58 HQS

9 FEB 1981

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D/PPPM
5E58 HQS

9 FEB 1981

D

8.

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C/PMES/OPPPM
1006 Ames

12.

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14.

15.

Attached, for your information, is a copy of the survey form (and accompanying routing sheet) which we intend to use to gather data from Agency boards and panels on their experience with the new PAR. You may note that an ancillary element of the survey deals with the number and kinds of inputs boards and panels use in making their personnel evaluations. This will give us some notion as to the scope and variance of the data base used by boards and panels in conducting comparative evaluation. This survey of Agency boards and panels will be distributed in early February and will complete the data collection aspect of our evaluation of the new PAR system. We are still receiving returns from our employees survey and expect most of that data to be on hand early in March. A final report on the impact of the new PAR should be available in early April.

1 to 3-7:

This approach was included as an element of Bob's action plan on the PAR Survey. The component personnel officers will provide him a listing of panel/board chairpersons and the survey form will be provided directly to them. Recommend you approve as this will give us "ultimate user" input for the final report.

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FROM: [Redacted]Chief, PMES/OPPPM
1006 Ames

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RECEIVED

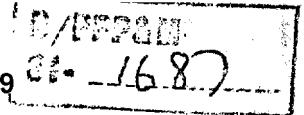
FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

OPPPM encourages your participation and, where feasible, that of members of your panel/board in the attached survey, which is self-explanatory. We would appreciate receiving your response within 3 weeks of receipt of the survey. The data will be analyzed collectively and no individual panel or board will be identified in any report of findings. If you have any questions, please call [Redacted]

OPPPM/PMES



Panel Survey of the Performance Appraisal System

The following information is being requested from all Agency career boards and panels. The intent is to receive the greatest amount of input from those most directly involved as we evaluate the performance appraisal system which was effective 1 October 1979. Your cooperation in furnishing us with complete answers, made as detailed as you feel necessary, will be very helpful as the OPPPM completes its evaluation which will be reported to the DCI. When possible your answers should reflect the collective experience and views of your career board/panel.

1. Compare the new performance appraisal system with the former Fitness Report and describe the ways you feel one is better than the other in serving your needs. Please comment specifically about the usefulness of the Evaluation of Potential. If you have reviewed Performance Appraisal Reports with the Advanced Work Plan attached, please comment about their value for your purposes.
2. Identify the information sources (e.g., Performance Appraisals, interviews with supervisors, soft files) you use in your evaluations and the approximate percentage each provides in affecting your decisions. Other than the performance appraisal material, what source has proven to be most valuable and why?
3. In your judgment would additional information on each employee be helpful toward improving the validity of the comparative evaluation process? If so, please describe the kinds of data you feel would be useful (do not concern yourself with the source but rather with the nature of the information).

PLEASE ATTACH YOUR RESPONSE TO THIS SURVEY FORM AND RETURN TO C/PMES/OPPPM,
1006 AMES.